

## **Summary of Changes in NPG 2200.2, “Guidelines for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information,” September 3, 1997**

### **History**

The changes in procedures documented in this revision of NPG 2200.2 are based on the recommendations of the NASA STI Publications Policy Review Committee (PPRC). The PPRC, which is comprised of representatives from NASA Headquarters and Centers, reviewed the current procedures, identified program issues, and reached consensus in order to recommend changes to the NASA STI Program.

### **Changes Made to NPG 2200.2A Based on PPRC Recommendations**

#### ***General***

- NPG 2200.2’s purpose is to provide guidelines for implementing the policy stated in NPD 2220.5.
- NPG 2200.2 applies to all STI, e.g., hard copy, diskette, multimedia, CD-ROM, and other media.
- NPG 2200.2 applies equally to NASA and non-NASA authors.
- The Centers’ publications programs control local interpretation of procedures presented in this NPG.
- NASA will publish STI in a NASA STI Report Series.

#### ***NASA STI Report Series***

- The NASA technical report series (also called the NASA formal report series) has been renamed the NASA STI Report Series and has been simplified as follows:

##### **Old Series**

High TM’s and High CP’s  
High and Low CR’s  
Low TM’s, TP’s, RP’s  
Low CP’s  
SP’s  
High and Low TT’s

##### **New Series**

TM  
CR  
TP  
CP  
SP  
TT

- A new SP subseries, Management Publications (6100 series), has been added.
- Explanations for each report type have been clarified, and they are documented on the back of the front cover.
- Peer review requirements and definitions have been revised.

- Contractors may now publish their reports in NASA STI Report Series other than CR's, subject to appropriate approvals.
- Acknowledgments have been broadened to include contributions directly related to preparation of NASA STI reports. Also, acknowledgments are now provided on the back of the title page.
- The use of copyrighted information (e.g., illustrations and photos, and copyright release forms) in NASA reports has been clarified.
- The elements and formats for the NASA STI Report Series covers and title pages have been standardized.

### ***Printing and Distribution***

- NASA STI Report Series produced under contract are distributed through the NASA system.
- NASA STI Report Series distribution is no longer indicated by the report number. Distribution is indicated on the Report Documentation Page (RDP).
- Authors, with the help of their Center's STI Program, should indicate the desired distribution (Standard Distribution or Nonstandard Distribution) for their publication in block 12a of the RDP. Examples are as follows:
  - Unclassified - Unlimited  
Subject Category (fill in correct category number)  
Standard Distribution  
Availability: NASA CASI (301) 621-0390
  - Unclassified - Unlimited  
Subject Category (fill in correct category number)  
Nonstandard Distribution  
Availability: NASA CASI (301) 621-0390
  - Authors should see NPG 2220.2, Table A3-1, for the recommended distribution of NASA STI Report Series publications.
- Explanation and guidance concerning initial, secondary, and local distribution have been provided.
- Other agencies that sponsor work by NASA may control the report's distribution, but must submit the required copies to the NASA Center for Aerospace Information (NASA CASI).

- Printing is now decentralized, performed through Government Printing Office (GPO) and GPO Regional Printing Facilities, and funded by the Centers.
- The print volume and mailing labels needed for NASA STI Report Series receiving Standard or Nonstandard distribution are obtained from the STI Program, as are the report numbers for all information released in the NASA STI Report Series.
- Mailing is coordinated through each NASA Headquarters or Center's Mailing Office.

### ***Document Availability Authorization***

- The NASA Headquarters Office of External Relations' decentralized authorization for the release of NASA STI has been incorporated in NPG 2200.2.
- The Centers' publications programs control local storage and retention of completed NASA Form 1676's (NASA Scientific and Technical Document Availability Authorization Forms).
- This revision of NPG 2200.2 documents NASA's use of restrictions that are based on the law, such as the Export Control Regulations, International Traffic in Arms Regulations, and copyright laws.
- Expanded guidance is provided on (1) what information falls under the restrictions used by NASA, (2) how this information should be safeguarded, (3) how to go about determining whether a requester should receive the information, and (4) how to change restrictions when necessary, for example, to make a document that was previously published with an ITAR restriction a publicly available document.

### ***Electronic Guidelines***

This revision of NPG 2200.2 includes the following guidance related to the receipt, transfer, production, and distribution of NASA STI in nonprint media.

- Reproduction of nonstandard media.
- Input of nonprint publications.
- Output of nonprint publications.
- Standards for electronic publications.
- Duplication/printing for initial distribution of nonprint media.
- Distribution of nonprint media.